



REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

Date: 2/28/2014	Interviewer: Sue Guenter-Schlesinger	RFA #14 – 02
Name of Person: [redacted] on behalf of [redacted] (student)		
Contact Numbers (telephone, e-mail, etc.): [redacted] cell [redacted]		
Status of Person(s) Interviewed (title, position, student status, etc.): WWU student		
Requested Assistance Pertaining To (name, position, policy, project, etc.): Harassment from fellow student		

To the best of your knowledge, please fill out the following:

Interviewee Status: Male ☐ Female ☒ Administrator ☐ Faculty ☐ Staff ☐ Student ☒
 Respondent (if app.): Male ☒ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☒

Category: (Please check at least one)

- | | | | | |
|--|---|---|-------------------------------------|--|
| <input type="checkbox"/> Age | <input type="checkbox"/> Color | <input type="checkbox"/> Creed | <input type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status |
| <input type="checkbox"/> Marital Status | <input type="checkbox"/> National Origin | <input type="checkbox"/> Race | <input type="checkbox"/> Religion | <input type="checkbox"/> Retaliation |
| <input checked="" type="checkbox"/> Sex/Gender | <input checked="" type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression | | | | |

Time Line		
Date	Item	Comments
2/28/2014	Laura K. Langley t/c with [redacted]	[redacted] called EOO to report allegation of sexual harassment, spoke with Laura Langley. Student wrote [redacted] complaining re: behavior of another student. He tried to get her to say foul words in Spanish and Arabic, and touches her. She has told him to stop [redacted] met with the student who is complaining and told her he'd talk with our office and propose a course of action to address her concerns. LKL relayed conversation to SGS.
2/28/2014	[redacted] email to LKL, cc Earl Gibbons	Attached copy of [redacted] complaint letter and draft of a behavior contract, seeking feedback.
2/28/2014	LKL email to [redacted] cc Earl Gibbons, SGS	Thanks and will bring to SGS' attention and will call back.
2/28/2014	SGS t/c with [redacted]	SGS asked [redacted] to call [redacted] and have [redacted] contact SGS.

3/4/2014	██████████ t/c with SGS	Sending ██████████ over to EOO.
3/4/2014	SGS intake with ██████████ & support person	██████████ is a student in the Intensive English Program. She reports that another IEP student, ██████████, shows her unwanted attention, some of which is sexual in nature. She has asked him to leave her alone. ██████████ agreed that it would be good for ██████████ to meet with ██████████ about his behavior
3/5/2014	██████████ email to Michelle Solomon, Mary Browning, Janie Stuart, cc SGS, Molly Vogel & Kate Batten	██████████ will be absent today. Please do not count this absence or penalize her in any way for not being there.
3/5/2014	SGS meeting w/ ██████████ and Molly Vogel	Discussed how best for ██████████ to talk with ██████████ about giving ██████████ space, not touching her, not making comments to her.
3/5/2014	SGS t/c with ██████████	Scheduled appointment for later today.
3/5/2014	SGS t/c with Nancy Corbin	May be referring ██████████ to Counseling Center later today.
3/5/2014	SGS meeting w/ ██████████	Sue talked with ██████████ about using the resources of the Counseling Center. ██████████ meeting with ██████████ today to have him sign an agreement to avoid contact with ██████████. Copy of signed agreement in file. ██████████ is satisfied with this outcome. She will come back to EOO if concerns arise in the future.
4/22/14	LKL provided SHPT for IEP faculty	At ██████████ request, Laura Langley provided Sexual Harassment Prevention Training to IEP faculty.